

Greater Texoma Health Clinic

Personnel Practices

ECONOMIC BENEFITS AND PAYROLL DEDUCTIONS

LEAVE

Holiday: A holiday schedule will be approved by the Board of Directors annually and available for all employees to view in the Holiday Schedule Policy. The schedule will also be posted by the time-clock.

Vacation: Annual vacation with pay for regular full-time (30 hours or more per week) employees is provided. Vacation allowances shall be calculated from the date of employment with GTHC. Employees accrue vacation time as follows:

- Less than 3 years of continuous service = 6.67 hours per month.
- 3 but less than 5 years of continuous service = 10 hours per month.
- 5 or more years of continuous service = 12 hours per month.

Vacation may not be taken prior to accrual or during the first six months of employment. Employees who leave during the first six months will not be paid for accrued vacation. Vacation balances unused by December 31st will carry over to the new year. Vacation must be previously scheduled and approved by the employee's immediate supervisor. Part-time and temporary employees are not eligible for vacation benefits. Upon termination, payment for accrued vacation will be paid within two pay cycles. Employees terminated with cause will not be paid for accrued vacation. Employees who resign must give written notice to the Executive Director in order to be paid for accrued vacation. Non-exempt staff is required to give two weeks notice. Exempt staff is required to give four weeks notice.

Vacation leave may not be used after an employee submits their resignation. If time off is needed and approved, then leave without pay applies.

Sick Leave: Regular full-time (30 hours or more per week) employees are allowed paid sick leave, which accrues at the rate of 6.67 hours per month with accumulation of no more than 320 hours. Employees are not entitled to be paid for accumulated sick leave upon resignation.

Sick leave is intended for use when an employee is injured, ill or medically disabled and unable to perform his/her duties; for medical or dental appointments; when and employee's attendance may jeopardize the health of others in the office; or for the care of immediate family members (employee's spouse, parent, child or the employee's spouses' parent or child) in the event of illness. Sick leave granted for the care of family members is subject to prior approval of the employee's immediate supervisor.

If you do not call in to the Practice Administrator within 30 minutes of the business day, then leave without pay applies. A release to work is required if you are out more than 3-consecutive workdays or are returning from a surgical procedure/injury.

Sick leave may not be used after an employee submits their resignation. If time off is needed, then leave without pay applies.

Leave Of Absence Without Pay: For certain reasons, special leave without pay may be granted when GTHC

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work will not suffer. Leave of absence without pay may be granted for educational, business, medical or personal reasons by the Executive Director. Accrued leave time (vacation and/or floating holidays) must first be depleted. When leave without pay exceeds 20 consecutive working days (including accrued leave time), reinstatement will depend upon the availability of the employee's former or comparable position.

Bereavement Leave: In the event of death in the immediate family (brother, sister, spouse, partner, parent, child, grandparent, grandchild) of a regular full-time employee or the employee's spouse, three days of leave with pay may be granted by the Executive Director. Earned vacation or leave without pay may be applied to additional days of leave.

Military Leave: Employees called to duty will be granted military leave in compliance with federal and state law. Earned vacation may be applied to military leave. Additional days of leave will be without pay.

Jury Duty: Employees who are called to jury duty will be excused in compliance with federal and state law. All employees will be excused with pay. The employee must return to work for any reasonable time the court is closed or the employee is released from jury duty during normal work hours. Proof of jury service dates must be submitted to the Executive Director upon the employee's return to work

Termination: The Progressive Disciplinary Policy will determine causes for termination.

I understand that this Acknowledgement will be placed in my personnel file.

By: _____
[Signature] [Date]

[Print Name]